

## **Field Programs Director | Indiana Crop Improvement Association | Lafayette, IN**

Indiana Crop Improvement Association ([ICIA](#)) has been an industry leader in seed certification, seed quality testing, genetic testing, and research for more than 120 years. ICIA is a non-profit, self-supporting agency that exists to provide services to member customers in the seed, grain, food, and related industries. At ICIA, uncompromised quality and customer service are our top priorities. We offer our employees premium health, life and long-term disability insurances, generous retirement matching contribution, paid vacation, and sick leave allowances.

### **JOB SUMMARY**

The Field Programs Director reports to the CEO and will collaborate closely with the ICIA senior management team and ICIA member customers and are accountable for all field related services. They are passionate about agriculture, seed production, and have extensive field experience. They are already or expected to become a subject matter expert in seed certification, quality assurance programs, and crop identity preservation systems. They have excellent communication, people and project leadership skills and are driven to provide exceptional customer service and support to ICIA member companies. This is a full-time, exempt position.

### **DUTIES & RESPONSIBILITIES**

- Collaborate with company executives to develop growth strategies for a sustainable ICIA field programs
- Oversee and coordinate all field program activities, including but not limited to seed certification, quality assurance, crop identity preservation, field growouts, phytosanitary, general field inspections, and auditing services
- Responsible for achieving field program quality objectives as outlined in the ICIA ISO Quality Manual and assist in internal and external ISO audits
- Responsible for all record keeping associated with field programs and ensure timely reporting and communications with customers
- Create, plan, and manage the operating budget and profitability to achieve the financial objectives for the field program
- Have operations experience in the following areas – performance management, conducting risk analysis, work process improvement, ISO quality systems, contingency planning
- Increase safety awareness and set the tone for field program safety
- Provide leadership to the field programs supervisor and other field staff
- Recruit and hire seasonal field inspectors in Indiana and surrounding states to effectively allocate resources
- Develop an effective training program for both new and experienced field inspectors and conduct classroom and in-field training sessions as needed
- Interact closely with the Seed and Genetics lab directors to ensure proper resource allocation and to enhance collaboration and synergy among the three main areas of ICIA business

- Identify new trends and technologies in field production to enhance service level or create new services
- Collaborate with ICIA leadership team to identify new opportunities and develop business plans
- Build a strong network in the Ag/seed industry and represent ICIA at relevant conferences
- Assist with other functions as determined by company executives

#### QUALIFICATION AND REQUIREMENTS

- A bachelor's degree with 5+ years of experience or an advanced degree with 3+ years of experience in agronomy, seed field production or relevant Ag industry
- Personnel management experience with the ability to lead a large group of remote seasonal employees with diverse backgrounds
- Strong working knowledge of performance and operations management
- Exceptional communication skills and ability to speak in front of groups
- An advocate of continuous improvement culture
- High level of professionalism with the ability to act in a helpful, pleasant manner with customers
- Highly motivated individual with abilities to influence others without direct reporting relationship
- A positive attitude toward work which includes flexibility, initiative, collaboration, and willingness to get the job done under the ICIA safety policy
- Must be a US Citizen or Permanent Resident
- The following knowledge/skills are preferred but not a requirement at the time of hire. However, you are expected to develop them through training or self-taught on the job
  - Knowledge of AOSCA and OECD Certification Standards
  - Knowledge of seed production and agronomic issues
  - Knowledge of supplies, forms and equipment used in field inspections
  - General knowledge of AOSA Rules for Testing Seed
  - Knowledge of ISO certification

Interested candidates should submit their resume to [icia@indianacrop.org](mailto:icia@indianacrop.org)